

MWI 4200.1

REVISION A

EFFECTIVE DATE: April 18, 2001

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# **MARSHALL WORK INSTRUCTION**

**AD01**

## **EQUIPMENT CONTROL**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/00	This directive is a rewrite of MM 4000.1, Chapter 6.
Revision	A	4/18/01	This revision updates the Mobile Equipment Property Pass process, the Survey Reports process, and makes other administrative changes.

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## 1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to implement instructions pertaining to equipment accountability and control at Marshall Space Flight Center (MSFC).

## 2. APPLICABILITY

The provisions of this MWI are applicable to all personnel who utilize Installation-provided property and/or are engaged in equipment accountability within MSFC, including onsite and near-site civil service and contractor personnel when contractually specified. Boeing, Outsourcing Desktop Initiative for NASA (ODIN), PrISMS, and CSOC are onsite or near-site accountable contractors. These contractors have separate procedures governing the control of Government property as specified in their contract and are required to comply with provisions of the Federal Acquisition Regulation (FAR 45.5).

## 3. APPLICABLE DOCUMENTS

- 3.1 FAR 45.5, "Federal Acquisition Regulation"
- 3.2 NPG 1441.1, "NASA Records Retention Schedules"
- 3.3 NPG 4200.1, "NASA Equipment Management Manual"
- 3.4 NPG 4200.2, "Equipment Management Manual for Property Custodians"
- 3.5 NPD 4200.1, "Equipment Management"
- 3.6 MPG 4000.1, "Control of Customer-Supplied Product"
- 3.7 MPG 8730.5, "Control of Inspection, Measuring, and Test Equipment"
- 3.8 MWI 4300.1, "Disposal Turn-Ins/Reutilization Screening"
- 3.9 MWI 4500.1, "Supply Management: Storage and Issue"

## 4. REFERENCES

None

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## 5. DEFINITIONS

### 5.1 Definitions:

5.1.1 Accountable Organization. Organization responsible and user of NASA Equipment Management System (NEMS) equipment.

5.1.2 Borrows. Term used to differentiate internal loans between users at the same Center or between Centers from external loans within NEMS operations.

5.1.3 Cannibalization. The removal of serviceable parts, components, or assemblies from an item of equipment to be used as replacement parts in other equipment or to fabricate another item.

5.1.4 Capital Equipment. An item of equipment with an acquisition cost of \$100,000 or more that has an estimated service life of 2 years or more, will not be consumed in an experiment, and most generally will be identified as an independently operable item.

5.1.5 Controlled Equipment. All equipment with an acquisition cost of \$1,000 or more, has an estimated service life of 2 years or more, will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost of more than \$500 that are designated and identified as sensitive by the Center.

5.1.6 Equipment Control. The maintenance of records or documents of equipment transactions that provide information such as item identification number, description, and current physical location.

5.1.7 Equipment Control Number. The identification number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

5.1.8 Found on Station. A term used to describe found Government property that meets the control criteria but has erroneously not been entered into the Center's equipment records.

5.1.9 Inventory Contractor. Contractor responsible for performing physical inventory at MSFC.

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5.1.10 Leased Equipment. Equipment that has been conveyed by or to MSFC by contract for a certain time period in consideration of payment of a rental fee.

5.1.11 Loaned Equipment. Equipment in temporary use by other than the accountable organization.

5.1.12 Organizational Property Manager (OPM). An individual organizationally responsible for providing property oversight to organizational users on all property related issues. This individual may be delegated signature approval authority by the department/office manager.

5.1.13 Personal Property. Property of any kind, including equipment, materials, and supplies, but excluding real property.

5.1.14 Property Support Assistant (PSA). An individual who administratively supports OPMs and equipment users.

5.1.15 Real Property Officer. Responsible for the Center's real property (buildings and land).

5.1.16 Sensitive Item. An item of equipment that, due to its pilferable nature or the possibility of it being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment. Generally, sensitive items are controlled at an acquisition cost of \$500 or more. (See Appendix A - Sensitive Items List.)

5.1.17 Survey Report. A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

5.1.18 User. Individual physically signed for a piece of equipment.

## 5.2 Acronyms:

5.2.1 4-HELP. One Stop Service.

5.2.2 ADP. Automated Data Processing.

5.2.3 CD. Compact Disc.

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- 5.2.4 CFO. Chief Financial Officer.
- 5.2.5 CIO. Chief Information Officer.
- 5.2.6 DCN. Document Control Number.
- 5.2.7 ECN. Equipment Control Number.
- 5.2.8 FSC. Federal Supply Classification Code.
- 5.2.9 GFE. Government Furnished Equipment.
- 5.2.10 IAW. In Accordance With.
- 5.2.11 IG. Inspector General.
- 5.2.12 IPO. Industrial Property Officer.
- 5.2.13 ISC. Institutional Support Contractor.
- 5.2.14 NEMS. NASA Equipment Management System.
- 5.2.15 NSMS. NASA Supply Management System.
- 5.2.16 ODIN. Outsourcing Desktop Initiative for NASA.
- 5.2.17 OPM. Organizational Property Manager.
- 5.2.18 PMG. Property Management Group.
- 5.2.19 PSA. Property Support Assistant.
- 5.2.20 ROI. Report of Incident.
- 5.2.21 SEMO. Supply and Equipment Management Officer.

## 6. INSTRUCTIONS

The PSA shall advise equipment users of export requirements for any items that are being removed from the United States.

Throughout this MWI whenever the Actionee is "Department/Office Manager" the OPM may perform the action for the department

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/office manager, unless specifically prohibited (i.e., Section 6.16, Survey Reports).

### Actionee

### Action

	<b>6.1</b>	<b>Receipt of Equipment</b>
ISC	6.1.1	Reviews undamaged property and documentation to determine if equipment meets controlled criteria.
	6.1.2	If item meets controlled criteria, affixes NEMS tag (ECN) and updates equipment control register (with all data in NPG 4200.1, paragraph 3.2.4).
	6.1.3	If item is determined to be noncontrolled equipment, affixes NASA Form 1517 (NASA ownership "silver bullet").
	6.1.4	Equipment classifier obtains user identification and information. If user identification and information are not obtainable, the property is assigned to the appropriate OPM in NEMS "user" field. When NEMS "user" field value is defaulted to the OPM, NEMS control shall follow through with the OPM to identify the actual NEMS "user" and update field as required.
	6.1.5	Confirms and records on face of the acquisition documentation the manufacturer, model number, serial number, year manufactured, FSC, item name, ECN, and cost. Establishes NEMS record.
	6.1.6	Sends one copy of NEMS record to CFO and one copy to the Procurement Office, initiating resources; sends two copies with MSFC Form 35 to

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Distribution for delivery; and places one copy of entire package in DCN master file. (If package is complete, places in receiving master file; if package is partially complete, returns to receiving master suspense file.)

6.1.7 NEMS control performs and signifies a quality check on all documentation prior to CD processing.

6.1.8 Stages for distribution and delivery. Delivers equipment.

6.1.9 Attains user signature on delivery documentation and NASA Form 1602.

6.1.10 Adds documentation "page \_\_ of \_\_\_\_" to all documents in the package.

6.1.11 Records ECN assignment in the ECN register (for controlled equipment only). Includes date assigned, item name, DCN, and remarks, if applicable. Makes necessary copies for CD and Management Support Group.

6.1.12 If manufacturer identification and brand name identification are different, adds both into local data field in NEMS.

## 6.2 Annual Walk-Through of Equipment

PMG 6.2.1 SEMO determines schedule and issues letter to department or office managers to inform them of walk-through requirements and completion date. (The SEMO will normally issue the letter around the first quarter of the calendar year.)

ISC 6.2.2 NEMS control produces listings of applicable controlled equipment for



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attachment to the SEMO letter (see 6.2.1). PSA will contact the OPM to schedule time for walk-through.

Department/ Office Manager/ PSA      6.2.3      Conducts walk-through inspection. Recommends participants in addition to the Department or Office Manager and PSA, includes the OPM and appropriate group and/or team leads. As a minimum, the walk-through will be used to identify:

- Inactive/underutilized equipment
- Unassigned equipment
- Equipment no longer required
- Equipment which is not being maintained
- That equipment is properly categorized and calibrated in accordance with MPG 8730.5.
- Any controlled equipment that is not tagged.

6.2.3.1      The department or office manager should also use this opportunity to review material issues to include condition and status of bench stock in accordance with MWI 4500.1.

PSA      6.2.4      Prepares the draft attachment from the SEMO letter to document the results of the walk-through and provides to department or office manager within 10 days of completion of the walk-through.

Department/ Office Manager      6.2.5      Signs official walk-through response to SEMO. (A sample cover memorandum will be provided to assist administrative officers in preparing the cover memorandum).

PSA      6.2.6      Accomplishes all actions identified

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as a result of the walk-through and reports completion to PMG.

OPM                      6.2.7                      Ensures that all actions identified as a result of the walk-through are accomplished and the official walk-through response letter is forwarded to the SEMO.

PMG                      6.2.8                      The SEMO prepares a comprehensive report annually for the Center Director describing the previous calendar year's walk-through program and results in accordance with NPD 4200.1.

### **6.3                      Temporary Movement of Equipment**

6.3.1                      MSFC stocks hand-receipts to facilitate record keeping of equipment that is temporarily moved. Hand-receipts are used as documented proof that accountability has been transferred. Hand-receipt usage is highly recommended whenever property is loaned for short durations to another employee, sent out for repair, sent out for calibration, etc. Contact your PSA for assistance. If temporarily assigned equipment becomes lost or missing, MSFC's Property Survey Board will review transfer documentation before determining negligence.

6.3.1.1                      Equipment may be moved or loaned within MSFC for less than a 30-day period. Users signed for the equipment have assumed responsibility for stewardship of said equipment and should have documented proof of equipment movement.

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6.3.1.2 Equipment may be moved or loaned within MSFC for greater than 30 days. Users who have signed for the equipment have assumed responsibility for stewardship of said equipment, and in addition to having documented proof of equipment movement, should report any changes of status, location, or user to the PSA in order to update the equipment status in NEMS.

#### **6.4 Transfer of Equipment**

6.4.1 This process includes scope of work as defined:

6.4.1.1 Borrow-in or Borrow-out: Temporary loan to other NASA Centers.

6.4.1.2 Transfer-in and Transfer-out: Permanent transfer (including accountability and ownership) of equipment within NASA or outside of the Agency.

6.4.1.3 Transfer-in or Transfer-out to Government contractors: Temporary transfer (including accountability, but not ownership) of equipment outside NASA (GFE only).

User 6.4.2 Establishes requirement for borrow or transfer action and identifies equipment involved.

6.4.2.1 Determines action to be taken. Action to be taken is defined as:

- a. determining the applicable borrow/transfer process destination
- b. point of contact
- c. length of time (borrow only)

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d. obtains approval for specific equipment (flight sensitive, program critical hardware, etc.).

6.4.2.2 Initiates shipping request for all borrow-out or transfer-out actions.

6.4.2.3 Notifies PSA when borrowed-in or transferred-in equipment is delivered and has not gone through a SEMO-approved receiving point.

ISC 6.4.3 Process items brought through MSFC SEMO-approved receiving point, utilizing shipping documents from transferring activity.

6.4.3.1 Borrow-in/Transfer-in actions:  
Coordinates with the PSA for DCN assignment and required NEMS data; updates NEMS; delivers to user; obtains receipt signature and signed Form 1602; and finalizes updates to the NEMS database.

6.4.3.2 Borrow-out/Transfer-out:

a. Forwards shipping document to transportation if transportation is required

b. Retains shipping document if transportation is not required

6.4.3.3 Updates NEMS and establishes suspense record for borrows only.

6.4.3.4 Provides copy of documentation on transfer in/out to CFO if value of item is \$100,000 or more.

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6.4.3.5 Monitors NEMS central transfer file and suspense file on a monthly basis.

## 6.5 Cannibalization/Modification of Equipment

User 6.5.1 Determines requirement for cannibalization/modification. Initiates NASA Form 1617. Obtains department or office manager approval and coordinates with PSA for finalization of the document.

ISC 6.5.2 Processes NASA Form 1617 and assigns DCN. ISC NEMS control performs final review and submits to SEMO.

PMG 6.5.3 SEMO reviews and approves/disapproves NASA Form 1617 and returns form to ISC.

ISC 6.5.4 Notifies user of approval/disapproval of request.

6.5.4.1 Completes processing of documents.

6.5.4.2 Cannibalization: Removes NEMS tag and affixes NASA Form 1517, updates NEMS, and initiates turn-in action for any residual components if applicable by notifying 4-HELP (see MWI 4300.1).

6.5.4.3 Modification: Applies or removes NEMS tags as appropriate and updates NEMS.

## 6.6 Custodial Storage

User 6.6.1 Notifies PSA of custodial storage requirements.

ISC 6.6.2 Validates space availability, transportation, and storage requirements; informs user.

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6.6.2.1 Prepares custodial storage document and forwards to department manager for review and approval.

Department/  
Office  
Manager 6.6.3 Verifies justification, approves, signs, and returns document to the PSA.

ISC 6.6.4 Receives approved documentation from department/office manager and arranges for pickup and delivery.

6.6.4.1 Stores and forwards location to NEMS control on approved documentation. (Warehousing)

6.6.4.2 Updates NEMS data base. (NEMS Control Group)

6.6.4.3 Takes action annually to revalidate the retention, returns property to user, or processes for disposition. Updates NEMS data base accordingly. Prior to the anniversary date of storage, NEMS produces advance notification of pending storage expiration in order for ISC to coordinate with user on extension or turn-in.

## 6.7 Employee Clearance through PMG

Civil Service  
or Badged  
Contractor  
Employee 6.7.1 Coordinates through Human Resources for preparation of Employee Clearance forms, MSFC Forms 383 or 383-1. Individual clears through ISC Contractor and MSFC Protective Services Department.

**Note: All property matters shall be identified and resolved at least one week prior to clearing the Center.**

This requirement includes all personal property including

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equipment, laundry, clothing, and passports.

- |      |            |  |
|------|------------|--|
|      | 6.7.1.1    | Ensures assigned property has been reassigned to new user. Coordinates reassignment of property to a new user with OPM of owning organization.                                     |
| ISC  | 6.7.2      | Ensures that signed Form 1602s are executed to transfer user accountability. Notifies NEMS control that Form 1602s have been signed and that the NEMS user table has been updated. |
|      | 6.7.2.1    | Queries NEMS, validates outstanding hand-receipts have been cleared, and collects individual's passport (turns it over to Traffic Management) when they clear.                     |
|      | 6.7.2.2    | Provides PMG with individual's name and organizational code.   |
| PMG  | 6.7.2.3    | Updates NEMS and NSMS to delete cleared individual's account.  |
|      | <b>6.8</b> | <b>Experimental/Fabricated Equipment</b>   |
| User | 6.8.1      | Initiates NASA Form 1617 and submits to ISC in accordance with NPD 4200.1. A fabricated item must become stable in configuration before being considered controlled equipment.     |
| ISC  | 6.8.2      | Reviews and validates information on the form and obtains all necessary approvals in accordance with NPD 4200.1 and NPG 4200.2.  |
|      | 6.8.2.1    | Tags equipment and updates NEMS data base.   |
|      | 6.8.2.2    | Forwards copy of completed documentation to CFO.   |

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## 6.9 Equipment Found On Station

- |                                  |         |   |
|----------------------------------|---------|---|
| User/<br>Inventory<br>Contractor | 6.9.1   | Identifies equipment that may meet criteria for control and notifies OPM and PSA or NEMS control.                         |
| ISC                              | 6.9.2   | Investigates incident to determine circumstances of receipt:  |
|                                  | 6.9.2.1 | If equipment is determined not to be controlled, affixes NASA Form 1517.  |
|                                  | 6.9.2.2 | If equipment is determined to be controlled, affixes NEMS tag and prepares and processes NASA Forms 1618 and 1602.        |
|                                  | 6.9.2.3 | Updates NEMS data base and forwards copy of documentation to CFO.   |
|                                  | 6.9.3   | Checks documentation for completion and accuracy.   |
|                                  | 6.9.4   | Accurately processes receipts and documentation in accordance with time standards established by PMG.                     |
|                                  | 6.9.5   | If equipment is determined not to be Government property, notifies owner of the findings and identification requirements. |

## 6.10 Installed Property

- |               |        |   |
|---------------|--------|---|
| User          | 6.10.1 | Arranges for NEMS tagged, controlled property to be installed in the facility as real property. Notifies PSA. |
| ISC           | 6.10.2 | Verifies and documents installation and submits NASA Form 1602 to Real Property Officer for action.           |
| Real Property | 6.10.3 | Approves/disapproves and returns  |



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Officer document to ISC.

ISC 6.10.4 Detags and updates NEMS data base for approved reclassification. If Real Property Officer disapproves, ISC advises user and PMG of decision.

Real Property Officer 6.10.5 Notifies ISC of equipment being separated from real property.

ISC 6.10.6 Reviews circumstances and processes either NASA Form 1617 or NASA Form 1618.

#### **6.11 Leased/Loaned-In Equipment**

User 6.11.1 Leased Equipment. Initiates the proper paperwork in accordance with Procurement Office requirements and submits to the Procurement Office.

6.11.1.1 Loaned-In Equipment. Initiates MSFC Form 55 with supporting documentation from loaner and submits to ISC. Fulfills any required customer-supplied products activities as set forth in MPG 4000.1, "Control of Customer-Supplied Product".

ISC 6.11.2 Processes documentation into NEMS and applies loaned/leased tag. Delivers equipment and monitors suspense records.

#### **6.12 Loaned-Out Equipment**

User 6.12.1 Notifies PSA and PMG of equipment to be loaned-out to include timeline, location, organization requesting loan, and point of contact. Submits formal loan-out request to loan coordinator.

ISC 6.12.2 Assists PMG in preparing two copies of loan agreement and submits to

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appropriate officials for concurrence. Loanee approves and returns agreements to PMG for final SEMO approval.

- PMG 6.12.3 SEMO ensures the correct level of authorization provided as stated below in accordance with NPD 4200.1 and NPG 4200.2:
- 6.12.3.1 NASA equipment may be made available to profit-making organizations only for purposes authorized by the Space Act and specified in the loan agreement. Loans of equipment under this requirement must be authorized and approved by the Center Director or designee and shall comply with paragraphs 3.4.5.1 and 3.4.5.2 of NPG 4200.1.
- 6.12.3.2 If the loan is to be effected with any foreign Government or organization, the Office of External Relations at NASA Headquarters will approve in accordance with NPG 4200.1, paragraph 3.4.4.6.
- 6.12.3.3 All other conditions shall be approved by the SEMO only.
- 6.12.3.4 PMG forwards one copy of executed agreement to loanee and second copy to ISC for final action.
- ISC 6.12.4 Arranges for shipping of equipment, updates NEMS data base, and establishes suspense record for extension or return of the equipment. Monitors suspense records regularly via NEMS-generated reports.

### 6.13 Personally/Corporate-Owned Equipment

- Property 6.13.1 Brings non-Government property

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Owner through Receiving, Building 4471, for processing or notifies PSA for assistance.

6.13.2 Receiving or PSA applies a MSFC Label 40 to properly identify it as personal or corporate-owned property.

#### **6.14 Property Movement**

User 6.14.1 Identifies the property being moved and the duration of the movement. Informs the PSA if the movement will exceed 30 days.

6.14.1.1 Completes the appropriate movement request documentation (section 6.14.2, 6.14.3, or 6.14.4):

6.14.2 Employee Loan Agreement, MSFC Form 4241

6.14.3 Property Pass, NASA Form 892

6.14.4 Mobile Equipment Property Pass, MSFC Form 4373

6.14.2 "Employee Loan Agreement," MSFC Form 4241 - for loans more than 30 days. MSFC Form 4241-1 will be used to list additional loan items. Completes the MSFC Form 4241 and forwards to the department/office manager for approval.

Do NOT use Form 4241 for requesting a "mobile equipment property pass" (MSFC Form 4373).

Department/Office Manager 6.14.2.1 Signs and returns form to ISC (NEMS Control).

ISC 6.14.2.2 Obtains concurrence from the OCIO for Government-owned ADP equipment (non-mobile only). Forwards to PMG (SEMO).

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PMG	6.14.2.3	SEMO approves/disapproves completed form and returns to ISC.
ISC	6.14.2.4	Accomplishes NEMS data base update and distributes copies of approved documentation to the Protective Services Department, user supervisor, department/office manager, and user.
	6.14.2.5	Establishes suspense file; uses a suspense report to monitor and follow up on expiring loans.
	6.14.2.6	Extends or closes loan in NEMS data base.
User	6.14.3	"Property Pass," NASA Form 892 - for loan out normally not to exceed 30 days. Completes the NASA Form 892 and forwards to the OPM.
OPM	6.14.3.1	Signs in the division chief block and either signs in the custodian block or forwards the NASA Form 892 to the PSA.
PSA	6.14.3.2	If forwarded from the OPM, signs the NASA Form 892 in the custodian block.
OPM or PSA	6.14.3.3	The individual who signed the NASA Form 892 in the custodian block provides original to the Protective Services Department, a copy to the user, a copy to the OPM, and a copy to the PSA.
	6.14.3.4	Establishes suspense file; uses a suspense report to monitor and follow up on expiring loans.
	6.14.3.5	Extends or closes loan.
User	6.14.4	"Mobile Equipment Property Pass," MSFC Form 4373 - for mobile equipment which

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is intended to be used both on and off Center during the period of assignment to a user. Equipment includes cell phones, government pagers, palm pilots, laptop computers, etc.

Do NOT use this pass for non-mobile items, i.e., desktop computers, etc.

User                      6.14.4.1      Completes an **email request** that includes the following information and forwards it to the appropriate OPM or PSA:

First Name, Middle Initial, Last Name  
Building and Room Number  
Organization Code  
Phone Number

Item Description (for each item):

Item name

Item manufacturer

ECN/Serial number/Model number or  
if a pager, the pager phone  
number

OPM Name

Personal Items (for back of pass):

These would be any personally owned items that might be confused with Government-owned items in a cursory security check. Item descriptions should be as complete as above. Inclusion of these items are **optional** at the discretion of the user.

OPM/PSA                      6.14.4.2      Prepares mobile equipment property pass and signs as "Authorizing Agent."

6.14.4.3      Forwards the signed MSFC Form 4373, "Mobile Equipment Property Pass," to the user.

6.15                      **Replacement of NEMS Tags on Equipment**

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User                      6.15.1              Upon discovery that equipment meets controlled criteria but has no tag, contacts PSA.

ISC                        6.15.2              Verifies and validates serial and model numbers in NEMS. If located in NEMS, retags equipment.  
Note: Previously used tags are not reinstated, new equipment tags are assigned. If not found in NEMS, procedure for "Found on Station" is followed (see 6.9).

## **6.16                      Survey Reports**

User                      6.16.1              Reports the discovery of missing property to Protective Services Department within 3 days of the discovery, or notification of discovery, or immediately if property meets Capital Equipment value threshold (\$100,000).

6.16.1.1              Contacts Protective Services Department immediately if theft is suspected or if missing equipment meets Capital Equipment threshold (\$100,000).

6.16.1.2              Initiates Survey Report, NASA Form 598, Part 1, and submits to department manager.

- Reasons for initiating Survey Report include:
  - inventory shortages
  - individual discovery
  - property support assistant discovery
  - protective services discovery
  - discovery of loss
  - damage to equipment
  - equipment destroyed
  - believed stolen

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Department/ Office Manager <b>(Not delegatable)</b>	6.16.2	Provides recommendation for corrective action to prevent recurrence and signs the survey report within 30 days of discovery or notification of missing equipment. (Completes Part II of NASA Form 598 and submits to ISC.)
ISC	6.16.3	Assigns DCN and validates that all required signatures and supporting documentation are included. Ensures that an ROI is included with supporting documentation if required by the Protective Services Department. Assigns a survey report number and processes it into the NEMS data base with a delete transaction, which removes the surveyed item from the NEMS data base. Completes Sections I and II of "Survey Board Considerations for Determining Government Property Accountability" guidelines (see Attachment A), and includes it as a part of the Report of Survey. Submits original Report of Survey through SEMO to the Survey Board or Survey Officer, one copy to the Protective Services Department, and one copy to the IG.
ISC	6.16.5	Prepares letter to department manager reporting survey report results, recommendations, actions to be taken, and time allotted to implement. Forwards letter to SEMO for signature.
PMG	6.16.6	SEMO signs and forwards letter to department/office manager.
Department/ Office Manager <b>(not delegatable)</b>	6.16.7	Performs actions as necessary, taking into account the recommendations provided on the survey report, and provides disposition results to the SEMO.

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PMG                      6.16.8              The SEMO ensures disposition as shown in Part VI of the survey report.

### 6.17              **Equipment Inventory**

6.17.1              Prepares for opening of physical inventory.

Inventory              6.17.1.1              Develops the inventory schedule.  
Contractor

6.17.1.2              Ensures that a Centerwide notification is sent announcing the beginning of the inventory.  
NOTE: Notifications can be published electronically.

6.17.1.3              Publishes the date that scanning will begin.

6.17.2              Processes the inventory.

Inventory              6.17.2.1              Scans equipment in accordance with the inventory schedule.  
Contractor

User                      6.17.2.2              Ensures that the inventory contractor has access to all equipment in user's area, including rooms and cabinets that are normally locked.

PSA                      6.17.2.3              As required, assists users and inventory contractor in locating equipment being inventoried.

OPM                      6.17.2.4              Acts as single point of contact for the organization responsible for the equipment being inventoried.  
Coordinates with the appropriate PSA to ensure access to the equipment by the inventory contractor and helps resolve coordination issues during the inventory.

Inventory              6.17.2.5              Processes the scans.  
Contractor



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Inventory                      6.17.2.6      Resolves discrepancies (overages and  
Contractor/                      underages) with the user and updates  
PMG/User                      NEMS data base as appropriate.

Inventory                      6.17.2.7      Closes the inventory when all  
Contractor/                      discrepancies have been resolved.  
PMG

## 7. NOTES

None

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 9. PERSONNEL TRAINING AND CERTIFICATION

None

## 10. RECORDS

All records associated with this document will be maintained IAW  
NPG 1441.1, Schedule 4.

## 11. FLOW DIAGRAM

None

## 12. CANCELLATION

MWI 4200.1 dated September 8, 2000

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director

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## Attachment A

### Survey Board Considerations for Determining Government Property Accountability

Date of Discovery \_\_\_\_\_  
 Report of Incident No \_\_\_\_\_  
 Survey Report No \_\_\_\_\_  
 Date of Survey Report \_\_\_\_\_  
 Discovered during Inventory Yes \_\_\_ No \_\_\_

#### **SECTION I – Property Support Assistants (PSA) Investigation (Completed by PSA):**

Did the user receive the property accountability training? Yes \_\_\_ No \_\_\_

Is a signature from the user on record for the equipment? Yes \_\_\_ No \_\_\_

Has the user had any previous equipment losses? Yes \_\_\_ No \_\_\_

If yes, list lost equipment and date(s). \_\_\_\_\_  
 \_\_\_\_\_

For how many pieces of equipment is the user accountable? \_\_\_\_\_

For users with a large amount of equipment, did they have an accountability process in place?

Yes \_\_\_ No \_\_\_ Describe process: \_\_\_\_\_  
 \_\_\_\_\_

Did user notify Security in a timely manner (immediately if theft is suspected)? Yes \_\_\_ No \_\_\_

#### **SECTION II – PSA Package Review (Completed by PSA):**

Report of Incident Yes \_\_\_ No \_\_\_

Survey Report

I – Basic Data Yes \_\_\_ No \_\_\_

II – Review Data Yes \_\_\_ No \_\_\_

III – Equipment Management Yes \_\_\_ No \_\_\_

PSA Quality Assurance: \_\_\_\_\_  
 Name/Date

#### **SECTION III – Survey Package Review (Completed by the Survey Board Reviewer):**

Briefing Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Verbal warning Yes \_\_\_ No \_\_\_

Letter of instruction Yes \_\_\_ No \_\_\_

Written reprimand Yes \_\_\_ No \_\_\_

Hold employee financially accountable Yes \_\_\_ No \_\_\_

Relieve employee of responsibility and accountability when warranted Yes \_\_\_ No \_\_\_

**Board Member:** \_\_\_\_\_  
 Name/Date

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## APPENDIX A

### MSFC SENSITIVE ITEMS LIST

#### Items that are sensitive regardless of acquisition value:

Weapons, all forms -- air, spring, powder, or other propulsion system.

#### Items that are sensitive with an acquisition value of \$500 or above:

1. Automated Data Processing Equipment (ADPE), which includes the following:
  - a. drives, disk
  - b. monitors
  - c. printers
  - d. terminals
  - e. computers, all micro, including laptops and other portables, except mainframe and mini systems
2. Cameras, all
3. Environmentally hazardous devices
4. Players, videocassette
5. Radios, receivers, and transceivers
6. Recorders, video
7. Televisions

#### Other sensitive items:

Other items that have a high loss rate as reflected by a Center's reports of survey or items so determined by the Center SEMO.